

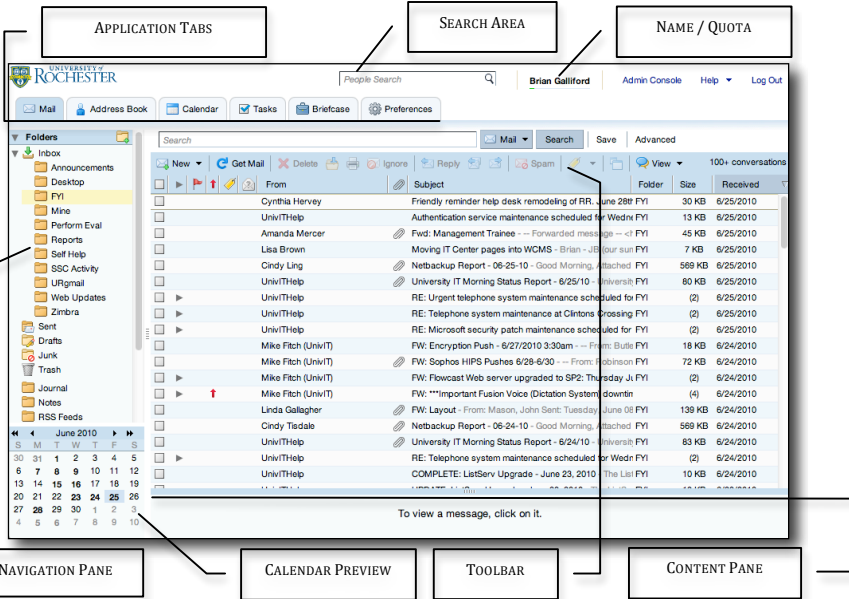
Zimbra Web 7.0

Quick Reference Card



UNIVERSITY of
ROCHESTER

Zimbra Web – Workspace (z.rochester.edu)

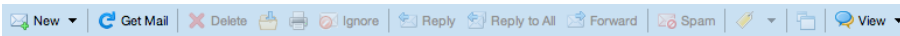


Mail Shortcuts

- Get Mail <=>
- Mark as Read <M> + <R>
- Mark as Unread <M> + <U>
- Mark as Spam <M> + <J>
- Move to Trash <. > + <T>
- Move to Inbox <. > + <I>
- Reply <R>
- Reply All <A>
- Forward <F>
- Open Message <Enter>
- Go to Inbox <I>
- Go to Drafts <V> + <D>
- Go to Spam <V> + <J>
- Go to Sent <V> + <S>
- Go to Trash <V> + <T>

For more keyboard shortcuts, click the 'Preferences' tab and then choose the 'Shortcuts' tab on the left.

The Mail Toolbar



Basic Mail Tasks

To access the Inbox: Click **Inbox** in the navigation pane.

To check for new messages: Click the **Get Mail button** or press <=>.

To open a message: Open the Inbox and double click the message you want to read.

To Reply to the message sender: Click the message, click the **Reply button**, type your reply, and click the **Send Button**.

To Reply to all message recipients: Click the message, click the **Reply to All button**, type your reply, and click the **Send Button**.

To Forward a message: Click the message, click the **Forward button**, enter the email address(es) in the **To: box**, enter additional comments in the text box, and click the **Send button**.

To Delete a message: Click the message and either press the **Delete button** or press <. > and <T>.

To open an attachment: Open the message and click on **Preview** to preview the attachment in Zimbra, or **Download** to save it on your computer.

To attach a file: Create a new message, click the **Add attachment button** on the Mail toolbar in the message window, select the **Browse button**, navigate to the file you'd like to attach, and click Open.

To create a new message:

1. Click the **New button**.
2. Enter email address(es) in the **To: box**, or click the **To: button** to use the address book.
3. Enter email address(es) in the **Cc: box**, or click the **Cc: button** to use the address book.
4. Enter the subject of the message in the **Subject box**.
5. Enter the text of your message in the **text box**.
6. Click the **Send button**.

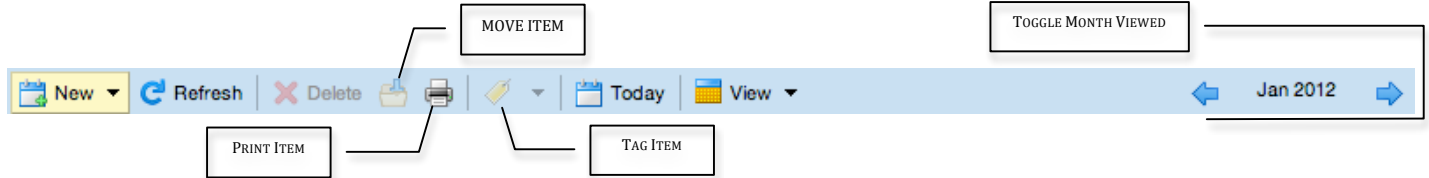
To send a Blind Carbon Copy (Bcc): Click the **Show BCC link** listed to the right of the **Cc: box**. This opens the Bcc: box. Enter email address(es) in same fashion as To: and Cc: fields.

The Application Tabs

- Mail**
Perform all email-related tasks.
- Address Book**
Create and maintain list of contacts.
- Calendar**
View, share, and create calendars and appointments.
- Tasks**
Create and complete daily tasks.
- Briefcase**
Keep essential documents organized.
- Preferences**
Modify Zimbra preferences.

Basic Calendar Tasks

The Calendar Toolbar



To Change Views: Choose one of the calendar views from the View drop-down menu on the calendar toolbar.

To Schedule an Appointment: Click the **New** button. Enter subject and location, select appointment date and time, and enter email address(es) of appointment attendee(s). Add text under formatting toolbar if desired. When finished, click the **Save** button.

To Schedule a Recurring Appointment: In the Time box, where date and time are located, click the **Repeat drop-down box** and choose an option, or click **Custom** to customize the recurrence.

To Schedule an All Day Event: Check that box in the Time box.

To Invite Guests to a Meeting: While creating an event, click the **Find Attendees** tab. You may search your Address Book or the Global Address List for attendees. Select desired attendees and click the **Save** button.

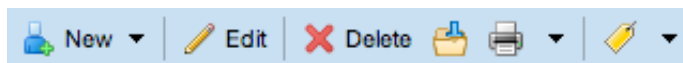
To Share a Calendar: Right click on the calendar name and click **Share Calendar**. Select a user type, enter the email address(es) of those you're sharing with, select a role (if applicable), and click the **OK** button.

To Re-Schedule an Item: Double-click the item, click the **Edit** button, change date and time settings, and click the **Save** button.

To Create a New Calendar: Click the drop-down box next to the **New** button, or simply type **<n>** and **<l>**.

Address Book

Address Book Toolbar



To View Your Address Book: Click the **Address Book** tab in the list of Application tabs.

To Create a New Contact: Click the **New** button, fill in pertinent information, and click the **Save** button.

To Edit a Contact: Double-click the contact.

To Find a Contact: Enter the name you're seeking in the **Search** bar. You can search your personal contacts or the Global Address List. Advanced Search is available, and searches can be saved.

To Delete a Contact: Select a contact and click the **Delete** button.

To Create a Contact Group: Click the arrow by the **New** button, choose **Contact Group**, enter group name and contacts, and click the **Save** button.

To Share a Contact Group: Right-click on Contact Group, select **Properties**, click the **Sharing** tab, click the **Add** button, enter addresses from the Global Address List, choose roles, and click OK.

To Delete a Contact Group: Select Address Book from the Application tabs. Select the group and click the **Delete** button.

Tasks

To View Your List of Tasks: Click the **Tasks** tab in the list of Application tabs.

To Create a New Task: Click the **New** button, fill in pertinent information, and click the **Save** button.

To Edit a Task: Double-click the task.

To Change Task Status: Double-click the task, in the content pane, click the drop-down menu and choose appropriate status, or check the box for Completed status.

To Delete a Task: Select the task and click the **Delete** button.

To Change Task View: Select the desired view option from the **View** button in the **Tasks** toolbar.

Briefcase

Briefcase Toolbar



To Create a New Document: Click the **New** button. Text documents can be created and edited (with version history) in Zimbra.

To Upload a File to Your Briefcase: Clicking the **Upload File** button will open a dialog box; browse to the desired file and click OK.

To Open a File in Your Briefcase: Double-click the desired file.

To Delete a File in Your Briefcase: Select the desired file and click the **Delete** button.

To Share Your Briefcase: Right-click on the briefcase, click **Share Folder**, enter desired recipients and permissions, and click OK.

Preferences

General tab: Change login, theme and time zone settings.

Mail tab: Set up mail rules, including how often Zimbra checks for new messages, forwarding and POP/IMAP rules, out-of-office messages, and junk mail options.

Address Book tab: Set default view and auto complete rules.

Calendar tab: Set default view, default calendar settings, appointment/event reminder settings, and permissions regarding free/busy and invites.

Sharing tab: Set up rules and permissions for sharing folders and documents.

Mobile Devices tab: Configure your Windows Mobile device to receive Zimbra messages.

Import/Export tab: Import folders and messages from another email account. Please consult University IT Desktop Support in this event.

Shortcuts tab: View all Zimbra system keyboard shortcuts.

Zimlets tab: Enable or disable pre-configured add-on applications.